

NAME:

News Article Planning

Headline (should be catchy and grab attention)	
Lead paragraph (this should contain the 5 W's of your story)	
Body paragraph 1 (should contain the next most important piece of information and go into more detail about the issue)	
Body paragraph 2 (should contain the next most important piece of information and go into more detail about the issue)	
Body paragraph 3 (should contain the next most important piece of information and go into more detail about the issue)	
Concluding paragraph (should contain the least important information)	

Tip: Body paragraphs may contain quotes from experts/people involved in the issue. They may also contain statistics and facts/figures.

VINNIES NEWS

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picture here



NAME:

Editing Checklist – News Article

GENERAL

	GUIDELINES	COMPLETE
PUNCTUATION	I have a full stop, exclamation mark or question mark at the end of every sentence.	
	I have started every sentence with a capital letter.	
	I have used capital letters for proper nouns (eg. names of people and places).	
	I have not used any unnecessary capital letters.	
	I have used commas where appropriate.	
	Any dialogue/speech is punctuated correctly.	
SPELLING	I have carefully checked the spelling of all words (make sure not to rely on spellcheck!)	
GRAMMAR	I have read my work aloud to ensure that all my sentences make sense.	
	I have checked for common mistakes in words (there/their/they're, affect/effect, its/it's, your/you're etc.)	
FORMATTING	My work is appropriately formatted according to my school's guidelines (things to consider include line spacing, font type, font size, indentations)	

NEWS ARTICLE

	GUIDELINES	COMPLETE
STRUCTURE	My headline is catchy and relates to the topic.	
	My lead paragraph introduces the who, what, when, where and why of the story.	
	I have used the inverted pyramid structure (most important information first, least important information last).	
	I have included a by-line	
LANGUAGE FEATURES	My story is written in third person.	
	I have used quotes from experts or people involved with the issue.	
	I have used relevant facts, figures and statistics.	
	My story is written in past tense.	